II

1951-53 **File No.** TSE 1051

B CLASS P.W. **DEPARTMENT**

E **BRANCH**

Subject:— Training
Clerical establishment
in Government service
Arrangements for

B. [K] 1951

V

II

File No. TSE 1051

E-Br

Ed. Scott. Slip. 94 A

Std. Sectt. 73 a.

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. _____

_____ **DEPT.**

_____ **BRANCH.**

References :— Separated I & C files from

Original File B [C] 1953

Date.	To whom sent.	Notes and instructions.

/

Letter

No.G.R.-31

Karnatak Irrigation Circle,
Dharwar, 28th July 1952.

To

The Chief Engineer to Government,
Public Works Department,
Bombay.

Subject:- Training class:
Formation of -
Services of a peon for..... .

x copy flagged A to Q below

Reference: Government Resolution, Public Works Department, No.TSE-1051, dated 13-5-1952.

2. The services of a peon in active service were authorised to be utilised for the Training class. Accordingly enquiries were made with the local Executive Engineers as to whether the services of a peon can be spared in the morning for the Training Class. They have reported that as the present strength is hardly equal to their requirements and as also the peons are required to attend the offices at 10.30 A.M. according to recent Government orders; they cannot spare any peon conveniently. It is, therefore, found necessary to employ a part-time boy-peon.

3. I have, therefore, to request that Government may kindly be moved to sanction the post of one part-time boy-peon for a period of four months from 15-7-1952 to 15-11-1952 on a pay of Rs. 18/- plus Dearness allowance as admissible.

4. I may also be authorised to engage a part-time boy peon during the period of duration of each class.

5. The expenditure on account of pay and Dearness Allowance will be met from the grant under "(d) contingencies at the disposal of this office.

6. I am appointing a boy peon in anticipation of Government sanction. This may kindly be approved.

Superintending Engineer,K.I.C.

26.7.

TSE 1051/71221

F.B. P.W.D.

The proposal made by the S.E., K.J.C. to hold the training classes during the morning times has been agreed to in the circumstances in the past.

In the circumstances explained by the S.E., K.J.C. the proposal made by that officer to engage a part-time boy peon during the training class hours may be agreed to in consultation with the F.D

16.8.52

10/16/8/52

A.D. by Secy

29-7

F

P. W. D.
File No. TSE 1051
Serial No. 71221

F

71

Finance Department.VIII.

It is proposed in case papers to sanction a post of boy-peon, on a pay of Rs.18 plus D.A. admissible, for the training class for the lower grade clerks in the P.W.D. for a period of 4 months with effect from 15.7.52. The Supdt. Engr. K.I.C. reports that the local Ex. Engrs. cannot spare the services of a peon for the class due to the recent retrenchment of class IV servants; and has already appointed one boy-peon in anticipation of Govt.'s prior approval to the proposal. The procedure followed by the S.E.,K.I.C. in appointing a boy-peon in anticipation of Govt.'s approval, does not give full scope to scrutinise the proposal, and indirectly compels Govt. to accept it as expdre. on the post already remains incurred. Please see in this connection copy of office note dated 1-3-52 underlying para 15 of G.R., P.W.D. No.T.S.E. 1051 dated 13th May 1952, recorded on P.W.D. file No.T.S.E.1051.

It has clearly been stated in para 15 of P.W.D. orders that the services of outsider should not be engaged without the prior approval of Govt. There are five other places where such classes are being conducted. Presumably there are no proposals from other S.Es. appointing an outsider peon for the Training classes. From P.W.D. papers No.T.S.E. 1051/55148-F it appears that the S.E.,N.G.C. arranged to have services of a Chowkidar allowing him 20% of his grade pay. The action taken by the S.E.,K.I.C. is, therefore, irregular specially when the officers concerned were....

were instructed not to appoint outsiders without the prior approval of Govt. The P.W.D. may, therefore be requested to discontinue the service of the boy-peon immediately, engaging some peon on estt. with Spl. pay and to state why the cost involved so far on the estt. of a boy-peon, should not be recovered from the peon concerned. Incidentally, it may be noted that the P.W.D. being the Administrative Deptt. should have examined the case in light of the clear decision taken by the Govt. There does not also appear any special circumstances on which the case stands.

The Supdt. Engr., K.I.C., has submitted his proposal to Govt. with Reference to the orders contained in G.R. P.W.D. No. TSE.1051, dt. 13.5.52 - vide his letter on p.1 ante. Since the local Exe. Engrs. could not spare the services of a peon for the Training class, the S.E. had apparently no alternative but to appoint a boy peon for a period of 4 months (in view of the urgency of the matter) w.e.f. 15.7.52 upto 15.11.52. The action taken by the S.E. in anticipation of Govt. sanction, may be approved, as Recommended by the P.W.D

2. As Regards the further proposal of authorising the S.E., K.I.C. to engage a part-time boy peon during the period of duration of each class, the P.W.D. may be Requested to consider whether services of a peon on active duty in some other Deptt. of Govt. in the locality cannot be utilised on payment of a special pay equal to 20% of his grade pay.

13.9.52.

Finance Department

Resubmitted w.r.t. AS(B)'s note dated 15/9/52

2. Para 81 will be seen from entry no. 37 at page 81 of the Manual of Civil Engg. Exp. that the pay of menials is treated as a item of exp. of non-contract Civil Engineers. Presumably because of this, the P.W.D. proposes to debit the exp. on the engagement of boy-peon to Contingencies. If necessary the P.W.D. may be requested to debit the above pay.

25/9

I think There is no point in debiting the expdre to contingencies The pay and d.a ob the peon may be debited to the head 'Pay of Establishment' and 'Allowances' respectively

26/9

AS(B)

D.S(S)

would like US to speak : can not act as usual for Shri [illegible] wants for the post

3/10/52

* Spoken to 16/10

Discussed with DS(S)

Govt. had issued instructions to the effect that the services of a peon on active duty in Govt. service should be utilised for each class and that the peon should be allowed 20% of his grade pay. It is further laid down that if the services of such a peon are not available, the Supdt. Engr. should obtain

6

prior approval of Govt. to employ a part-time outsider for each class and that no outsider should be employed without the prior approval of Govt. -vide para 15 of G.O. P.W.D No. TSE 1051, dated 13.5.1952. The S.E, K.I.C., Dharwar, has reported in his letter dated 28.7.52 that the local engineers could not spare anybody for the work. It is not clear why the S.E could not spare the services of one of his own peons. There appears no sufficient justification for engaging an outsider for the Training class. Other S.Es have not presumably engaged services of outsiders but managed with their existing staff. In the circumstances the P.W.D. may be requested to consider whether the cost of engaging the boy peon should not be recovered from the person or persons responsible in the matter.

2. As the boy peon was already engaged for the period from 15.7.52 to 15.11.52, the P.W.D may be requested to issue orders sanctioning ex-post facto sanction to the post. At the same time, an explanation for engaging the services of a boy peon and not utilising the services of one of the existing peons, may be obtained from the S.E., K.I.C.

16.10.52

17/10/52

D.S (5)

X F/Q below.

Slip Q.

A

F

P.W.D. TSE 1051.

99375

F

22/10/52

P.W.D. at 18.10.52

TS E 1051/99375.

FB P.W.D.

In view of the F.D. notes at pp. 1-1 ante, the draft put-up may issue

2. With reference to portion side-lined A of the F.D. note, dt. 16.10.52, it may be mentioned that the SE, K.I.C. only (and no other officer under him) has engaged the peon in anticipation of Govt. approval. The cost of engaging the boy peon will thus have to be recovered from the SE., K.I.C., if at all it is to be recovered. It may, however, be mentioned that the SE, K.I.C. engaged the boy peon on 15.7.52 and reported the matter to Govt. on 27.7.52. The case has been pending with Govt for last three months

and —

and it will not be proper to recover the amount incurred during this period from the officer, who had intimated ~~him~~ within a fortnight from the date of appointment of the peon, to Govt. about the action taken by him. This Deptt. may therefore recommend that no recovery of the amount in question may be made. The SE., K.I.C. may however be informed that he should not have anticipated Govt. approval since the orders of Govt. on the point were quite clear.

3. After issue of the draft, the papers may be shown to F.D. again.

1.11.57

pl put up references under ~~S~~ to F.D. Noted.

1.11

Dy Secy
CO

[illegible]

TSE 1051/99375

Letter.

No. TSE 1051 F

P. W. D.,

B.C (Bbay No. 1), 12th Nov. 52.

To

The S.E., K.D.C.

Sub: Training classes: Formation of — Services of a peon for ! 1 : 1 : .

Ref: Your letter No. G.R.31 dt. 28.7.52

2. Ex-post facto sanction is accorded to the entertainment of a peon on a pay of Rs. 18 plus dearness allowance from 15.7.52 to 15.11.52.

DA: - Nil

By order etc

By Secy to the Govt of Bbay
P. W. D

Copy to:
The F.D.,
the A.G. Bbay (thro: F.D.),
: for information

Orders issued after consultation with Finance Department.
Notes remain with this Department and can be seen when required.

ISSUED 14 Nov

1.11.52

11

No.G.R.31. Karnatak Irrigation Circle,
Dharwar, 8 November 1952.

To

The Chief Engineer to Government,
Public Works Department, Bombay.

Subject:- Training Class:
Formation of -
Services of a peon for-

Reference:- This office No. G.R.31 dated 28th July 1952.

2. Early orders in the matter are requested.

3. As the training class will conclude from 15th November 1952, I am making payment to the peon at the rate recommended in the above letter, in - anticipation of Government sanction. This action may kindly be approved.

Superintending Engineer, K.I.C

7.11.

11/11 7/22

E

14-11 P. W. I. TSE 105/

File No. ~~RTD 552~~

107021

13 TSE 1051/107021

F.B. P.W.D.

Resubmitted with reference to the Dy. Secy's note, dt. 3.11.52

2. Presumably the Dy. Secy. has referred to the F.D. note, dt. 1.3.52 quoted at P. 8 ante and the P.W.D. G.R. No. TSE 1051, dt. 13.5.52. The papers underlying the G.R. are put up below. The F.D. note will be found at P. 1, 9-12 of the file.

Slip 6 & file No. TSE 1051 PP 205-210

+Slip 10

3. The sanctioned period of the post in question will expire on 15.11.52. It is therefore necessary that the draft orders at P. 9 ante, if approved, are issued before that date.

4. For orders

J.R.B. 11.11.52

The draft at P. 9 may issue.

Dy Secy

12/11/52

Sd/-

Tab

+ 27

No. G.R.31/ Office of the Superintending Engineer,
Karnatak Irrigation Circle,
Dharwar (Post Box No.28)
9th January 1953.

To

The Chief Engineer to Government,
Public Works Department, Bombay-1.

Subject:- Training Class:
- for clerks
Services of a part-time
peon for the -

× will be put-up. if regd

× Reference: Government letter, P.W.D., No. TSE-1051-F, dated the 12th November 1952.

2. Ex-Post-Facto sanction was accorded for entertainment of a part-time peon for the first batch of the Training Class for Clerks from 15th July 1952 to 15th November 1952 only, as none of the peons in active service could then be made available for the class vide Government letter referred to above.

3. As the Executive Engineers had expressed their inability to spare the services of a peon from 7-30 A.M. to 10-30 A.M., I had further requested in this office No. G.R.31 dated 28-7-1952 that a part-time peon on a pay of Rs.18/- p.m. plus Dearness Allowance may be sanctioned for a period of eight months during a year i.e. from 15th January to 15th May and from 15th July to 15th November. Orders on this proposal have not yet been received and may kindly be issued early.

4. Now that the training class for the second batch will start from 15th January 1953, I am appointing a part-time peon from 15th January 1953 on Rs.18/- p.m. plus Dearness Allowance as before, to avoid inconvenience, in anticipation of Government sanction. This may kindly be approved.

5. The expenditure on account of pay and Dearness Allowance of the peon will be met from the grant under " 50 Civil Works - State -- (d) Contingencies" at the disposal of this office.

Superintending Engineer, K. I. C.

BR/8-1.

2
1011
P. W. D.
TSE·1051.
3719
12/1
60-1-53

529 TSE 1051 | 3719

E. Branch P. W. D. 17

According to para. 15 of G.A., P.W.D.

× Slip A copy kept-vide No. TSE 1051, dated the 13-5-52 the services of a peon on active duty in govt. service are to be utilized for each class. If, however, the services of such a peon are not available, the S.E. concerned is required to obtain prior approval of govt. As the S.E., K.G.C. had engaged a part-time peon for the training class at Dharwar Centre sc-post-facto sanction was accorded for entertainment of a peon from 15-7-52 to 15-11-52 in G.O. No. TSE 1051-F, dated the 12-11-52.

⊗ will be put up if record

P.I. 2. The S.E. has again approached govt. with a similar request on the ground that the Soc. Engrs. in the K.G.C. have expressed their inability to spare the services of a peon from 7-30 A.M. to 16-30 A.M. The S.E. has therefore proposed P.I. to appt. a part-time peon from 15-1-53 on Rs. 18|- p.m. plus dearness allce. in anticipation of govt. sanction. In this con. it may be mentioned that no other S.E. has approved govt. with

similar request. The proposal of the S.E., K.S.C. may not perhaps be approved. If so, he will be requested to utilise services of a Peon on active duty in joint service from the Circle office.

WRR
15-1-53.

19
15/1/53 D.S.

E. Branch.

Resubmitted with a draft put up for approval.

WRR
15-1-53.

15/1/53

A.S.(I)

Letter 31

TSE 1051 | 3719

P.W.D.

B.C. (Bombay No. 1),

15th Jan. 1953.

Immediate

No. TSE 1051 E

To

The S.E., K.S.C.

Subject:- Applt. of a part-time peon for the training class at Dharwar.

Reference: your letter No. G.R. 31/1, dated the 8-1-53.

2. your proposal of appointing a part-time peon from 15-1-53 on Rs. 18/- p.m. plus dearness allwce. cannot be approved. you are requested to utilise services of a peon on active duty in your service from the circle office

D.A. Nil

By order etc.

Asstt. Secy. to the G.O.B.,

P.W.D.

Issued.
15-1-53 ar

VR
15-1-53.

15/1/53

2 Spare K.C

15/1

Items 11 and 24- Training Classes for junior Clerks in Public Works Department and Grant of option to clerks with five years' service in the Public Works Department to appear for the clerical examination without attending training classes :— No exemption should be given to the persons who had passed the examination conducted under the former rules as the syllabus and the general requirements are different. The suggestion of the Superintending Engineer, Karnatak Irrigation Circle, that the attendance at training classes should be compulsory except for those who have already put in 5 years' service or more and who might be given the option to study themselves and appear at the examination, has been accepted. However, it is to be apointed out that no special concessions will be given to the clerks who avail of the option to study themselves. The standard for test will be the same in both the cases.

TSE 1051.

P.W.D.

The S.Es' conference has recommended as under:-

(a) No exemption should be given to the persons, who have passed the examination conducted under former rules as the syllabus and the general requirements are different.

(b) No special concession should be given to the clerks who avail of the option to study themselves. The standard for test will be the same in both thecases (i.e. those who study by themselves and those who attend the classes).

2. In G.O. No. TSE 1051 dt. 13-5-52, revised orders were issued, regarding the formation of training classes for clerks in lower grades in the P.W.D. Subsequent to these orders, office

remebers that a reference was received from one of the local officers to the effect that persons, who had passed the examination according to the old syllabus should not be required to pass again. This recommendation was not accepted. The papers containing the above decision are (along with file No. TSE 1051 /38929), under u.o.r. to the F.D. since 11-9-52.

The recommendation made in (a) para. 1 is identical with the one mentioned above. No further action therefore, appears necessary with refec. to this recommendation except fo for the issue of the orders which will be done when he papers are received back from the F.D.

3. The second recommendation made by the S.Es' conference viz. that no special concession should be given to the clerks, who avail of the option to study by themselves and that the standard fortest will be the same in both the cases appears sound in principle and may be accepted. after u.o.r. to P. & S.D.

Id/- 16-10-52.

Id/- 16-10-52. U.O.R. G. P & S.D. of 20-10-52

P. & S.D. (D)Br

With refce. to para 3 of P.W.D.'s note, it appears that nc where in G.R. P.W.D. No. TSE 1051 dt 13-5-54 has an approved option of the kind referred to by the P.W.D. been granted to the clerks covered by those orders It is one of the basic intention of the training scheme that there should be actual coaching by suitable persons for a period prior to examinations and that the perons concerned should

attend the coaching classes. Attendance at the classes shd. therefore be compulsory for all . If however it is found inconvenient for some reasons, options may be admitted under ~~seperate~~ specific orders. It does not appear that ~~the~~ P.W.D. has issued any such orders. That Deptt. will ~~not~~ please clarify to what rule or order of ~~G.R.~~ Government para 3 of ~~or~~ its note over leaf reference.

2. As regards para 2 of the PWD's note, the matter mentioned therein was one ~~xfxt~~ for the ~~P. & S.D.~~ A & F.D to condider and it is not known ~~whether~~ why the pps have been referred to the P.&.S.D and whether it is intended to show the pps ~~have~~ here at any stage ~~xx~~ before issue of final orders ~~the nety~~ the P. W.D will pl. put up. as those pps. also.

Sd/-

O. R & P.W.D. 24-10-52

TSE 1051/100345

P.W.D.

F. Br.

Submitted with reference to the office note dt 16-10-52 and the P. and S.D. note dt. 23/10/52

2. The recommendation as made in para 3 of the office note is not in modification of any particular para of the G.R. The recommendation has been made by the S.ES' conference held in July ~~last~~ and last and this Deptt. dees no objection to accept the recommendation.

3. The P. and S.D. appears to have misunderstood the contents of para 2 of the office note dt. 16-10-52. The proposal made by one of the local officers ~~xxxx~~ was not accepted and hence it was considered unnecessary to refer the papers to the P. and S.D.

4. These papers may again be ~~xxxxxxx~~ referred u.o. to the P. & S.D. along with file No. TSE

1051 which contain proceedings underlying the

U.R. No. I&E 1051 dt. 13-5-52.

Id/- 20-11-52.

d.o.r. to P. & S.D. dt. 22-11-52.

~~P.W.D.~~ & S.D.

~~P.W.D.~~ D Br

The ~~office~~ file proposed in para 4 of the P.W.D's note to be put up to this dept has not been put up the P.W.D. will please see back.

Id/- 25/11/52

Id/- 26/11/52
Sec. P.W.D.

25

TSE 1051/113656

P.W.D.

F. Br.

These papers may again be referred u.o. to the P. and S.D. alongwith file No. TSE 1051.

Id/- 29-11-52.

Id/-

u.o.r. to P. & S.D. dt. the 5-12-52. (with file no TSE 1051)

Submitted with refce. to ~~see office u.o.r.~~ office note P & S.D. dt. the ~~dt. ten~~ 23-10-52

As already stated, holding of coaching classes is a sine qua non of the training scheme and all concerned should be required to attend them. If however, in any individual cases attendance is not possible and cannot reasonably be ~~exempted~~ expected by examinations may be ~~allowed~~ allowed. That means that each case will have to be considered on merits and there is as such no questions of issuing any general orders. The proposals made by the P.W.D. vide its note dt. the 16-10-52 may be ~~xxx~~ agreed to subject to these remarks.

Id/- 9/12 Id/- DS. 9/12 u.o.r. to P.W.D. with file dt 14-12-52

TSE 1051/118853

F. Br. P.W.D.

Submitted with reference to the office note dt 20.11.52.

2. In view of the P. and S.D. note dt 9-12-52 the draft put up may issue.

Id/- Id/-

23-12-52

TSE 1051/118853

Letter.

No. TSE 1051-F

PWD.,
B.B. (Bombay No.1.)
27th Decr. 1952.

To

The C.E., B.E.G.
The S.Es. of Circles.
The P.H.E. to Govt.
The El. Engr. to Govt.

Subject:- Grant of concession to clerks who avail of the option to study themselves.

Ref:- G.R. No. TSE 1051, dated the 13-5-52.

2. In the conference of the S.Es. held on the 18th and 19th July 1952, it was proposed that no special concession should be given to the clerks who avail of the option to study themselves with ref. to the above proposal it is explained that the intention of the training scheme is that the clerks should be given actual training for a certain period before examination. Normally therefore, attendance at the training classes should be compulsory and that no concession should be allowed to the clerks, who study by themselves. The standard of test will accordingly be the same in all cases.

3. Any case of exemtpion from attending the training class (unless the attendance is exempted under specific orders of Govt.) will be dealt with on the merits of each case, which should be refd. to the C.E. for orders.

By order etc.

Dy. Secy, to Govt.

D.A. Nil

15 47

2

No.G.R.31.

Karnatak Irrigation Circle,
Dharwar: Post Box No.28.
Dated:- 17th December 1952.

To

The Chief Engineer to Government,
Public Works Department,
Bombay.

Subject:- Training Class:
for clerks in P.W.D.
Exemption to attend the -
to the clerks with 5 years'
service or more.

It was decided in the conference of Superintending Engineers held in Bombay in the month of July 1952 that the Clerks, who had put in a service of more than 5 years on 13-5-1952, may be given the option to attend the Training Class and appear at the Examination on their own preparation - vide Items 11 and 24 of the minutes of the conference received under Government endorsement No.CON-1052-E, dated 28-8-1952. Final orders of Government in this connection have, however, not been received so far. Government may, therefore, kindly be moved to issue necessary orders in the matter early.

+ with the point up of request

Superintending Engineer, K.I.C.

VBJ/15-12.

SE 1057/122094. + 48

F.Br. P.W.D.

Necessary orders in the matter have been already issued vide G.L. at pp 13-14 ante.

Record.

31.12.52

AS (I)

2/1/53

F 20/12/ 19/12

19/1--

To E Br 2/1

Real 19/1 FE

18-12-52

SE. D 1057
TSE 1057
122094

73

Letter

No.G.R.-31.

Karnatak Irrigation Circle,
Dharwar, 11th June 1952.

To

The Chf.Engineer to Government,
Puic Works Department,
Bombay.

Subje- Training Classes:
Formation of -
for recruitment of clerks in the lower grade in P.W.D.

Refer: G.R.,P.W.D.,No.TSE-1051, dated 13-5-1952.

2. The o in the above G.R. are made applicable to cler establishment. It is, therefore, presumed that the ts who are not required to deal with any cases, ne t appear for the examination. This may kindly be conf. The Superintending Engineers of Circles may, howeve authorised to allow such of the Typists to appear he examination, who desire to revert to clerical establ t in order to become eligible for further promotion.

3. As thrs stand at present, the Store-keepers are not r to attend the class and pass the examination. In tinection, it may be pointed out that the Store-kee re also required to have a good knowledge of accoes and procedure and it is, therefore necessary that th sh uld pass the examination.

Necessary...

73 2

Letter

No.G.R.-31.

Karnatak Irrigation Circle,
Dharwar, 11th June 1952.

To

The Chief Engineer to Government,
Public Works Department,
Bombay.

Subject:- Training Classes:.
Formation of =
for recruitment of clerks in the lower grade in P.W.D.

Reference: G.R.,P.W.D.,No.TSE-1051, dated 13-5-1952.

2. The orders in the above G.R. are made applicable to clerical establishment. It is, therefore, presumed that the Typists who are not required to deal with any cases, need not appear for the examination. This may kindly be confirmed. The Superintending Engineers of Circles may, however, be authorised to allow such of the Typists to appear for the examination,who desire to revert to clerical establishment in order to become eligible for further promotion.

3. As the orders stand at present, the Store-keepers are not required to attend the class and pass the examination. In this connection, it may be pointed out that the Store-keepers are also required to have a good knowledge of account rules and procedure and it is, therefore necessary that they also sh uld pass the examination.

Necessary...

Necessary orders on this point may kindly be issued.

4. The clerks, who passed from the Poona Training classes, were exempted from the clerical examination introduced in G.R.P.W.D.No.112/48, dated 26-9-1950 - vide Government letter P.W.D. No.112/48-E(II), dated 6-1-1951 addressed to the Superintending Engineer, Southern Circle, Belgaum. As the syllabus of the present examination differs from that of the previous one, I may please be informed if such clerks are also required to pass the Lower Grade Examination as now introduced.

5. Early orders on the above points may kindly be issued.

3.6.

Superintending Engineer, K.I.C. =

TSE 1051

54063

In disposal pl. see dr. No 59127

51

LETTER.

No. E-75/ 17287
Electric Grid Offices,
Mercantile Bank Building, Fort,
Bombay 1: 16th June 1952.

To

The Secretary to Government,
Public Works Department,
Bombay.

Subject:- Training Classes. Formation of - for recruitment of clerks in the lower grades in the public Works Department.

Reference :- G.R. P.W.D. TSE 1051 dated 13th May 1952.

I invite a reference to the Government Resolution referred to above under which Government have made it compulsory for every clerk in public Works Department to pass clerical lower grade examination within a prescribed period and have ordered to open training classes at (1) Ahmedabad (2) Bombay (3) Baroda (4) Poona (5) Nasik (6) Dharwar.

In this connection I amy point out that the Divisional offices under this Department are located at the following places :-

(1) Utran near Surat (2) Nadiad (3) Hubli (4) Kolhapur (5) Karad (6) Madhanagari and (7) Thakurli and the sub-divisional offices at Belgaum, Ahmedabad, Baroda, Ratnagiri and Satara.

It will be seen that no divisional office is located at any of the places selected as training centres in mofussil; only two sub-divisional offices are located at Baroda and Ahmedabad which are selected as training centres where the clerical strenght employed in each sub-division is only one.

It is therefore a problem as to where the clerks numbering about 200 in the Divisional and other sub-divisional offices distributed in the mofussil should be deputed for training. Most of the clerks appointed in Bombay office are on city scales of pay and are

transferable to mofussil stations. The clerks in divisional offices cannot therefore be transferred to Bombay office by rotation and given opportunity for attending training classes; nor would it be possible to send the clerks for traing at the centres selected by Government, unless substitutes are appointed in their places, which may occasion extra expense to Government besides inconvenience and upsets in the office working.

In view of the above circumstances I may please be informed whether there is any proposal under consideration of Government for giving training facility to the clerks of Divisional and Sub-Divisional offices located at places other than those selected by Government as training centres. If not, I may please be advised as to how the clerks in mofussil should be provided with training facilities. Pending Government decision in the matter, the Governemtn orders in the Government Resolution referred to above may not be made applicable to the clerks working in this Department excepting the clerks working in Bombay, Ahmedabad and Baroda offices of the Department.

I shall be obliged for early action in the matter.

D.A. Nil

Sd/- Chief Engineer.

Circular. No. 5402 of 1952.
Office of the Superintending Engineer, South Gujarat Circle P.W.D. Baroda., dated the 13th June 1952.

Subject:- Training Classes for recruitment of Clerks in the lower grades in the Public Works Department. Baroda Centre.

Reference : Government Resolution (Public Works Department) No. TSE. 1951, dated the 13th May 1952.

Government public Works Department has ordered that training classes for Junior Clerks should be opened at six centres of which Baroda is one. The senior superintending Engineer has to conduct the classes. It has, therefore, been decided, in consultation with the Superintending Engineer, Gujarat Irrigation Circle, Baroda, that the arrangment for the classes should be made by the undersigned. The undersigned, is, therefore, pleased to issue the following instructions etc., in the matter.

2/- In accordance with para 2 of the above Government Resolution, the training classes will be commenced from Tuesday the 15th July '52 in the record room of the Gujarat Irrigation Circle Office in the Western Wing of the Kothi Building at Baroda (Old Nazur P.W.D. Office).

3./- Every Clerk in the Southern Gujarat Region i.e. in the districts of Panch Mahals, Baroda, Broach, Surat, (including Navasari) and Dangs, who has not put in more than 10 years service or whose age is not more than 35 years shall have to undergo the training.

4/- In addition to the clerks in the Public Works Department proper, Clerks from (i) semi Govt. Bodies like the State Transport etc., and

(ii) Other Governments will also be admitted on payment of fee of Rs. 15/- per candidate per term for the former and Rs. 30/- per candidate per term for the latter.

5/- Candidates wishing to join the training class should forward their applications through the proper channels so as to reach the undersigned on or before Monday the 30 th June 1952 The candidates should give the following particulars in the applications:-

1. Name in full.
2. Educational qualifications.
3. Office where employed at present.
4. Nature of Service (i.e. whether Permanent or Temporary).
5. Date of Birth.
6. Age on 1/7 '52.
7 Date of appointment.
8. Lenth of continuous service.

6/- The Heads of the Offices concerned are requested to see that the Clerks gives all the necessary details correctly in the application and Certify that the clerks is eligible to attend the class and appear at the examination in view of the para 3 of Resolution in Government referred to above. Time barred and incomplete applications will not be considered.

7/- In case of Cleks, other than those deputed from the Public Works Department proper, term fee of Rs. 15/- or Rs. 30/- per head, as the case may be, will have to be remitted to the nearest Treasury by Chalan immediately after their admission to the training class. and the duplicate copy sent to this office Office, failing which the clerks concerned will not be allowed to attend the class.

8/- The clerks who are deputed for the training class will not be eligible for any additional allowances.

9/- In accordance with para 12 of the Government Resolution, the undersigned is pleased to select and appoint the following three instructors for class in question:-

1. An experienced Divisional Accountant (The Accountant General, Bombay will be approached to permit Shri G.D. Dave's appointment. Shri Dave is at present Divisional Accountant in Baroda Division).

2. Shri C.M. Kotwal, Head Clerk, Gujarat Irrigation Circle Baroda.

3. Shri H.N. Kapadia, First Clerk (H.C. to-be) South Gujarat Circle, Baroda.

They may co-opt the assistant instructors, if necessary, to relieve pressure. They will be allowed Special Pay at 20% of their grade pay as per para 12 of the Government Resolution.

Sd/-

S.B. Divatia

13/6/52

Superintending Engineer, South Gujarat Circle

Copy forwarded with compliments to :

The Superintending Engineer, Gujarat Irrigation, Circle, Baroda.

The Superintending Engineer, State Transport, Bombay

The Public Health Engineer to Government of Bombay State, Poona.

The Electrical Engineer to Government, Bombay

The Accountant General Bombay.

The Deputy Accountant General ~~Bombay~~ Baroda.

The Executive Engineer Panchmahal Division Godhra.

" " Baroda Division Baroda.

" " Broach Division, Broach.

" " Surat Division Surat. (Dang)

" " Navasari Division Navasari

" " Irrigation Project Dn., Baroda

" " ~~Irrigation Project Dn. Baroda.~~

" " Electrical Division Baroda.

" " Public Health Works Dn. Baroda

The Executive Engineer Public Health Works Dn. Surat

The President, District Local Board:

(1) Baroda District Baroda.

(2) Panchmahal District Godhra.

(3) Broach District, Broach.

(4) Surat District, Surat.

Copy to :-

Shri C.M. Kotwal, Head Clerk, Gujarat Irrigation Circle, Baroda.

" H.N. Kapadia, First Clerk, South Gujarat Circle, Baroda.

~~15.81~~

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No. G.R.31 Office of the Superintending Engineer,
Karnatak Irrigation Circle,
Dharwar, 18th June 1952.

To

The Chief Engineer to
the Government of Bombay,
Public Works Department, Bombay-1.

Subject:- Training Class:
Formation of -
for clerks in P.W.D.
Exemption from -

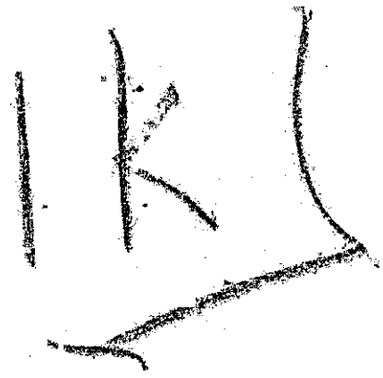
Reference: Government Resolution, Public Works Department, No. TSE-1051, dated the 13th May 1952.

2. Government has authorised the Superintending Engineers of Circles to exempt such of the clerks who have put in ten years' service in Public Works Department or are at least 35 years of age on the date of Government Resolution - vide para 3. It has not been made clear in the orders whether the clerks, who have already been promoted long back and are at present working as Senior Accounts Clerks, Divisional Head Clerks, First Clerks and Superintending Engineers' Head Clerks are also required to apply for exemption or whether they are exempted from the Lower Grade Examination by virtue of their service. It may not be the intention of Government that the above subordinates who have generally put in nearly 15 to 20 years' service in the Department should apply for the exemption from the Examination which is primarily meant for Lower Grade Clerks who have not put in sufficient service in the Department. As the introduction of Higher Grade Examination is under the consideration of Government for the clerks in the above categories, it is presumed that they are exempted from the Lower Grade Examination by virtue of their service. This presumption may kindly be confirmed.

D.A: nil.

Superintending Engineer. K. I. C.

BR/18-6.



for disposal please S. No. 59927

TSF 1051

58512

Immediate/ Letter
No. TOL.1051 P-1

Public Works Department
Bombay Castle (Bombay No.1.)
8th July 1952.

To

The Superintending Engineer,
Karnatak Irrigation Circle.

Subject:- Training Classes:
Formation of

Reference : Your letter No. G.R. 31, dated the 4th and 13th June 1952, respectively.

2. The presumption made by you that typists are ~~no~~ not required to appear for the lower grade examination as a matter of course is confirmed. Such of the typists, who desire to revert to the clerical establishment in order to become eligibel for further promotion in the clerical grades will however have to undergo training and pass the examination.

3. The presumption made by you that the store~~keep~~keeprs also will have to pass the examination is correct.

4. Since the syllabus for the present examination widely differs from the one previously proposed, the clerks, who have passed through 'Poona Training Classes ' should be required to pass the examination

5. Government has separately under consideration the introduction of the higher grade examination. In view thereof the clerks, who are already confirmed as seniro Accounts cleks, Divisional Head Clerks, First Clerks or Head Clerks in Superintending Engineers' offices need not appear for the examination prescribed for the lower grade clerks.

By order of the Governor of Bombay

Sd/- K.G. Bhate,

Deputy Secretary to the Government of Bombay,

Public Works Department.

D. A. Nil.

Copy to :-

the Chief Engineer, Bombay Electric Grid.

the other Superintending Engineers of Circles,

the Electrical Engineer to Government.

the public Health Engineer to Governm nt.

the Director, Development Department Bhawls,

the Executive Engineers of Divisions,

for information and guidance with reference to Government Resolution Public Works Departemen t No. IoE 1051, dated 13th May 1952.

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No. E. 75/38130
Electric Grid Offices,
Mercantile Bank Building.
Fort, Bombay 1: 12th Dec. 1952.

To

the Secretary to Government,
Public Works Department,
Bombay.

Subject:- Formation of training class for recruitment of clerk in the lower grade in P.W.D.

Reference:- Corresponding resting with Governm ent Letter P.W.D. No. TSE. 1051 dt. 8-7-'52

I am to refer to Government letter cited x above directing therein that the clerksof this department should be trained within the time specified by effecting judicious transfers of the clerks. In this connection, I am to state that none of the centres excepting that at Bombay is conveniently near to the headquarters of the divisions or sub-divisions established outside Bombay. The training centres other than that at Bombay therefore, cannot be made use of unless the clerks in the mofussil are specially deputed for training for a period of 4 months which means absence from their respective offices for that period, causing serious dislocation of work. The alternative left is to bring the mofussil clerks to Bombay and to send the equal number of clerks from Bombay to mofussil. This alternative proposal is not feasible for the reason that the majority of the clerks in Bombay are drawing their pay in the city scale of pay, which scale is not prevalent in the districts, and any attempts to pay them in the city scale when they are made to work in the mofussil will invite serious objections from the Accountant General, Bombay Apart from this there is one more difficulty which x—

renders transfers of city clerks to the mofussil impossible, viz. they have joined this Bombay office on specific understanding that they should draw their pay in the city scale of pay and would serve in the Bombay City proper and that their services are not liable to be transferred in the mofussil. On this very reason some of them even denied themselves the opportunities of taking up posts carrying better scales of pay in the mofussil offices. It will, therefore, not be reasonable to prevail upon these clerks to move out in the districts and face a lot of protests from the city clerks so proposed for transfer. Besides these transfers would involve a lot of expenditure on travelling allowance which in these days of financial stringency is not justifiable.

To obviate all these difficulties, it is suggested that training centres may be opened, one at Kolhapur and another at Surat where three main divisions under this office are existing. Training centres, if opened, at these places will facilitate transfers of clerks from other divisions where the scales of pay are uniform and the nature of work similar. As the services of the mofussil clerks are transferable as they all have a common seniority and common scales of pay, there can neither be any objections from the Accountant General, Bombay nor resentment from the clerks concerned. This Suggestion is also economically feasible as the expenditure on opening and conducting the classes at Kolhapur and Surrat will be much less than what it would involve on transfer travelling allowance of numerous clerks

and payment of compensatory and house rent allowance to those transferred to the Bombay city.

I, therefore, request you that Government may kindly be moved to open a training centres at Kolhapur and Surat in the first instance immediately whereby transfers can be made easy and all the clerks of this department as a whole can be trained withi n the specified time.

Early orders of Government requested.

Id/- 11-5-52

Chief Engineer.

TSE 1051.
119887

P.W.D.

E. Br.

In G.R. No. TSE 1051, dated the 13-5-52, it has been directed that the training classes for clerks should be opened at six centres, viz. A'bad. Bombay Baroda, Poona Nasik and Dharwar. The Dvl. Officers under the El. Grid are located at following places :-

1. Utram near Surat.
2. Nadiad
3. Hubli
4. Kolhapur
5. Karad
6. Wadhangari.
7. Ichakuli.

The sub-Dnl. offices under the El. Grid are at Belgaum, A'bad, Baroda, Ratnagiri and ~~Surat.~~ Satara

2. The C.E. B.E. G. states that the training centres other than that at Bombay cannot be made use of unless the clerks in the mofussial are specially deputed for training for a period of 4 months which

offices for that period causing
means absence from their respective/serious
dislocation of work. The C.E. has further
stated that the alternative left is to bring
the mofussil clerks to Bombay and to send the
equal number of clerks from Bombay to mofussil,
~~from~~ for the reasons given in the letter the C.E.
does not consider this alternative proposal
~~fa~~ feasible. He therefore suggests that tra-
ining centres may be opened at kolhapur and
Surat

3. Attention is invited to para 5 of the
o.m. dated the 2-7-52. As in the case of Bl.
Grid the offices of the normal P.W.D. Dns. and
Sub-Dns. are not all located at the six centres
mentioned above, and same difficulty will
arise in those Dns. and sub-Dns. As directed
in G.L. No. TSE 1051 F. 3 dated the 8-7-52,
the C.E. should judiciously arrange for posting
of all clerks in turns at the nearst centres.
The C.E's proposal for additional centres may
perhaps be ~~aadq~~ negatived.

Id/- 30-12-52.

Id/- 30-12-52. D.S

E Br. TSE 1051.

Respectfully submitted with a draft for approval

Id/- 31-12-52.

DS id 31-12-52

Letter

4-

No. TSE 1051 - E P.W.D.

B.C. (Bombay No.1.)
5th January 1953.

To

The CE, B.E.G.

Sub:- Training Class for Clerks.

Refce:- Your letter No. E 75/38130, dated the 12-12-52

2. Your proposal for the opening of addl. centres cannot be accepted. you should judiciously arrange for posting of all clerks. in turn at the nearst centres as directed in G.L. No. TSE 1051-F 3, dated the 8-7-52

By order, etc.

Id/-

31-12-52 Dy. Secy.

Clerical Establishment in public Works Department : Formation of training classes for the post recruitment of --

GOVERNMENT OF BOMBAY.
Public Works Department,

Resolution No. 112/48.

Bombay Castle (Bombay No.1.), 26th September 1950

Read paragraphs 355-363 of the Administrative Enquiry Committee's report.

Read Government Endorsement No.p 112/48-E(II), dated the 20th January 1949 to local Officers.

Read replies from local officers to the above.

Read Government Letter No. 112/48-E(II), dated the 19th January 1950, to the Superintending Engineers, Central Circle, North Gujarat Circle, Southern Circle.

Read Replies to the above.

RESOLUTION :- Government is pleased to direct that ~~that~~ a class should be opened for the post recruitment training of clerks in the Public Works Department at each of the four centres, viz. (1) Ahmedabad, (2) Bombay, (3) Poona and (4) Dharwar, under the direct supervision of the Superintending Engineer (in case of Poona the Superintending Engineer, Central Circle) There should be three classes in one year, commencing on the 1st January, 1st May and 1st September. At the end of each class a written examination will be held under the supervision of the Superintending Engineer and those who pass will be declared as successful

2. (i) The training classes are compulsory for all new entrants and for those who are already in service but are below the age of 30 years on the date of these orders.

(ii) The new entrants will have to pass the examination within three years from the dates of their appointments in the Department. The services of the new entrants, who fail at the examination twice

will be forthwith terminated.

(iii) The clerks who are already in service and are below the age of 30 years on the date of these orders will also be required to pass the examination within three years from the date of this Government Resolution. Temporary clerks who will not pass the examination in two chances will be discharged from service while permanent clerks who fail twice will not be allowed annual increments until they pass the examination. Withholding their increments will have effect on their ~~xfuxxthx~~ future increments.

(IV) The clerks will be given training in three subjects, viz. (1) Accounts, (2) Correspondence, etc, and (3) Stores. The syllabi in the three subjects will be as mentioned in the accompaniment to this Resolution. In order to pass the examination a clerk has to obtain at least 40 per cent marks in each of the three subjects Those who obtain 60 per cent. marks and above in the total will be declared to have passed with credit.

5. (a) Each class will consist of 45 clerks, drawn from Sub-Divisional, Divisional and Superintending Engineers' offices. The Class will commence at 11 a.m. and will end at 2-30 p.m. on each week day. There will be 4 periods each of 45 minutes (with half an hour recess after first two periods). On Saturday the class will commence at 11 a.m. and there will be only two periods each of 45 minutes. There will be no classes on Sundays and Public holidays.

(b) The period of training of each class

should be three months. An examination should be held, at or towards the end of the training period and in any case within one month after the class closes.

4. (i) The local officers, in consultation with the Superintending Engineer in charge of the training class, should arrange in advance for deputing the clerks at the four centres in such a way that there should be no delay in the commencement of a class and that the full quota is made available for each class by turns. Government desires to impress upon the local officers that all clerks whether in Sub-Divisional, Divisional or Superintending Engineers' Offices should receive training as soon as possible.

(ii) No substitutes will be allowed in place of the clerks who will be deputed for the training The clerks undertraining will be attached to the Sub-Divisional, Divisional or Superintending Engineers' offices at the centre during the period of their training.

(iii) After classes are over these clerks should be required to attend the offices each day up to the Scheduled office hours as may be decided by the Superintending Engineer in charge of the training class.

5. There should be three instructors for each class to teach the three subjects. The personnel should be selected from those already in service as shown below:-

Subject	Teaching Staff.
1. Accounts.	One Divisional Accountant.
2. Correspondence, etc.	One Divisional Head Clerk or One First Clerk. or

One Superintending Engineer's Head clerk.

(3) Stores One Store keeper.

The Superintending Engineer in charge of the training class, will select Senior and experienced persons, whom he considers best suited for the purpose. As the duties entrusted to the instructors will be beyond their normal duties, they should be granted special pay of 20 per cent of their grade pay. The above arrangement should be made on the distinct understanding that the normal work of the office from which the instructors are selected shoudl not be allowed to suffer in any way.

6. Sanction is accorded to the contingent grant of Rs. 100 per annum for each class. The amount should be placed at the disposal of the Superintending Engineer in charge of the training class. The cost will bedebited to " 50 Civil Works"

7. The following equipment is authorised for each training class:-

1 Table (4'x2½x2½).

2. Chairs.

15. Desks.

1. Black board.

1. Cupboard (6'x4'x1½).

A grant for non-recurring expenditure not exceeding Rs. 1,300 is placed under the head "50 Civil Works " at the disposal of each Superintending Engineer in charge of the training class.

8. Refresher Courses:-Government considers that courses should be introduced for the clerks below the rank of Divisional Head clerks who are already in service and are above 30 years of age. The Superintending Engineers in charge of the four training centres are accordingly re-

requested to arrange for the conduct of such refresher courses along with the training courses of clerks. Detailed proposals in the matter should be submitted to Government.

By order of the Government of Bombay

Sd/- K.V. Joglekar,

Deputy Secretary to Government.

G.R. No. 112/48, P.W.D. dated the 26th September 1950.

To

The Finance Department.

The political and Services Department.

The other Departments of the Secretaria (except the Separate Departments).

The Chief Engineer; Public Works Department.

The Electrical Commissioner with the Govt. of Bombay

The Superintending Engineers of Circles.

The Electrical Engineers to Government.

The Public Health Engineer to Government.

The Executive Engineers of Divisions.

The Accountant General, Bombay (through the Finance Department).

The Deputy Accountant General, Baroda (through the Finance Department.).

No. of 1950.

Copy forwarded for information and guidance to

ACCOMPANIMENT TO GOVERNMENT RESOLUTION, PUBLIC WORKS DEPARTMENT, No. 112/48, dated the 26th September 1950.

(A) Syllabus in Accounts.

(i) Book-keeping -- Elementary knowledge of accounts, cash books, ledgers, etc, upto trial balances, single and double entry systems and journal (Text suggested Batliboi's Elementary book-keeping).

(ii) Public Works Accounts and Audit:---

(a) Central Public Account code: Chapters I to X

(b) Financial publication No. II: Sub-section XIV of section VIII.

(c) Bombay Civil Services Rules, Volume I Chapters I to III and V. Chapter XII- Parts I to IV and sections VIII to IX of part V.

(iii) General knowledge --

(a) General knowledge of Government accounts and accounts correspondence.

(b) Budgetting and precis writing.

(B)Syllabus in correspondence and general office routine.

(a) Preliminary:----------

(1) Registering inward and outward letters, dispatch.

(2) System of maintenance of records including preservation and destruction of records.

(3) Mode of correspondence.

(4) Method of noting and drafting. Test in essay writing and precis writing.

(5) Duties towards superiors and colleagues.

(6) Definations (Public Works Department Manual , Volume I, Chapter I),

(b) Organisation and functions of the Public Works

Department (Public Works Department Manual, Volume I -Chapter II-A-B-H-J-K and V).

(a) Administrative approval and technical sanction (Chapter III-A-B and N of Public Works Department Manual, volume I).

(d) Repairs (Chapter III-E of Public Works Department Manual, Volume I).

(e) Acquisition and lessing of lands (Chapter III G (b) (i), (ii) and (b) of Public Works Department Manual, Volume I).

(f) Execution of works (Chapter III-H (a), (b) and (c) of Public Works Department. Manual, Volumel)

(g) Contribution and non-Government works (chapter III-J of public works Department Manual Volumex 1).

(h) Disposal of estimates (Chapter III-M of Public Works Department Manual, Volume L)

(i) Buildings (Chapter VI-D-E-FG ibid of Public Works Department Manualix. Volume I and Appendix XVII, XXI of public Works Department Manual, Volume II)

(j) Powers (Appendix XXVII of Public Works Depa rtment Manual, Volume II),

(k) Irrigation matters (Canal Rules), Public Works Department Manual Volume I, chapter IV.

(l) Register of reports and returns -Their importance and necessity.

(m) Maintenance of Stamp Account.

(n) Maintenance of Register of incumbency.

(o) Tenders - Detailed study of different forms of tender and forms for bills for payment .

(p) Preparation of water rate bills for supply of water for non-irrigational purposes.

(c) syllabus in Stores.

(l) Stationery and forms (ChapterII-V(e) of Public Works Department Manual ,Volume I and Appendix III of public Works Department Manual, Volume II.

(2) Issue of materials (Chapter V-B of public works Department Manual, Volume I),

(3) Stores (Chapter VII-A-D-G-I-J-L-M of Public Works Department Manual, Volume I and Appendix VIII and XXV of Public Works Department Manual, Volume II).

(4) Store keepers' Manual,

(5) Maintenance of Ledger of Tools and Plant.

(6) Maintenance of Forms Nos. 13,14 and 15.

Training Classes:
Formation of --
for recruitment of clerks in the lower grades in the Public Works Department.

Government of Bombay.

Public Works Department.

Resolution No. TSE. 1051.

Bombay Castle (Bombay No.1.) 13th May 1952.

Read Government Resolution No. 112/48, dated the 26th September 1950.

Read Joint letter, No. G. 55(b)/3758, dated the 23rd April 1951, from the Superintending Engineers, Central Circle and Deccan Irrigation Circle and the Public Health Engineer to Government.

Read letter, No. G. 55/3363, dated the 25th April 1951, from the Superintending Engineers Bombay Circle.

Read letter, No. G.R. 31, dated the 25th April 1951, from the Superintending Engineer, Southern Circle.

Government Letter, No. TSE. 1051-F, dated the 29th May 1951, to the local officers:-

"Reference -- Your joint letter, No. G 55(b)/3758, dated the 23rd April 1951, addressed to Government and copy endorsed to the other Superintending Engineers of Circles.

2. The proposal made by you to postpone the holding of training classed for clerks which ~~have~~ were due to commence from 1st May 1951, is approved.

3. Concrete suggestions to overcome the difficulties pointed out by you should please be submitted. The question can be discussed, separately, in a conference, when the Superintending Engineers meet in Bombay in June in connection with the fixing of priorities for preparation of plans and estimates of road and othe works".

Read letter, No. TEE. 1051-F, dated the 26th September 1951, to the local officers and replies thereto.

RESOLUTION -- In modification of the orders issued in Government Resolution, No. 112/48 dated the 26th September 1950 Government is pleased to issue the following orders in connection with the training classes for the lower grade clerks in the Public Works Department These orders do not apply to the higher examination for which clerks are expected to study for themselves.

2. A training class should be opened at each of the following six centres, viz. (1) Ahmedabad, (2) Bombay, (3) Baroda, (4) Poona (5) Nasik and (6) Dharwar.

The syllabus for the lower grade examination should be as shown in Appendix 'A'

3. Every clerk in the Public Works Department shall pass the Public Works Department Clerical lower grade examination within four years of joining service as a clerk. He will be eligible to attend the class and appear at the examination after completing one years' continuous service. Those already in Government service, who have put in 10 years' service or who are at least 35 years of age on the date these rules come into force may be exempted from the clerical lower grade examination by the Superintending Engineer of the Circle in which he is employed. All others who are already in service for more than two years must pass this examination within 3 years. of the date of issue of the orders.

4. No clerk will be allowed to appear at the examination for more than two occassions. In exceptional circumstances, however, the Superintending Engineer, may permit, for reasons to be recorded in writing, a clerk to appear for the examination for the third time. Copies of such permissions should be sent to Government for information.

Failure on the part of a permanent clerk to pass the examination within the prescribed time will result in withholding of his increments till he passes the examination. Such withholding of increments will not, however, affect future increments. Temporary clerks who will not pass the examination within the prescribed period will be discharged from service.

5. There should be two batches of trainees every year at each of the six centres. Each batch should consist of trainees not exceeding 45 in number in each class. No. class should be started unless the number exceeds 25. Training classes should be held outside office hours as far as possible. The exact hours of each class should be fixed by the Superintending Engineer in charge of the class, according to convenience. The Clerks who are deputed for training will not be eligible for any additional allowance except Compensatory Local Allowance and House Rent Allowance in Bombay and Ahmedabad and House Rent Allowance in Poona and Sholapur. and Baroda.

In addition to the clerks in the Public Works Departments proper, the Superintending Engineer in charge of the class should be authorised to admit clerks from semi-Government bodies like the Bombay Housing Board, the State Transport, etc., as also from other Governments like Saurashtra. The Clerks

from the Semi-Government bodies should be admitted on payment of a fee of Rs. 15 per person per term. In the case of clerks from other Governments, the fee should be Rs. 30 per person, per term.

6. There will be in all 150 lectures in a class which should last for about 4 months. The 150 lectures may be distributed as follows:-

	No. of Lectures	Number of lectures for Compulsory attendance.
(a) Accounts.	60	55
(b) Correspondence	50	45
(c) Stores	20	13
(d) Letter-writing in Regional language	10	6
(e) Letter-writing in English	10	6
Total	150	125.

7. There will be three papers with 9 sections sub-divided roughly as follows:-

		Marks
(i) Correspondence	Section 1 to 3 One paper with sections of 50 marks each 3 hours duration.	150
(ii) Accounts	3 sections with one paper 4 hours duration carrying 75 marks (each section).	225
(iii) General	One paper in 2 sections for letter writing in English and local language, simple letters of business nature addressed to the public or business firms or to contractors on matters relating to the Public Works Deptt. and its relations to those bodies and simple letters to superior officers and subordinates or a simple easy not exceeding 300 words 2 hours' duration.	75
		450

Note:- In Districts, where two regional languages are current, a candidate should be allowed the option to appear in the letter-writing paper in any one of the regional languages he chooses.

8. Candidates wishing to join the training classes should intimate to the Superintending

Engineer concerned, through the proper channels, at least two months in advance of the date of holding of the classes. The Head of the office concerned should see that the clek gives the necessary details in his application and should certify that he is eligible to attend the class. Similarly, candidates wishing to appear at the senior grade examination whould give intimation at least a month in advance throughh proper channels,

9. The candidate should obtain a minimum of 40 per cent. marks in each paper and also in aggregate not less than 50 per cent. of gross total in order to pass the examination. Those who obtain at least $66\frac{2}{3}$ per cent marks in total will be declared to have passed with credit.

10. Examination will be held on the last Monday of the months of May and November of each year. Venue of examination will be fixed by the Senior Superintdnding Engineer of the Zone.

The question papers that are common should be the same for all the centres. The ~~Maxx~~ Chief Engineer should entrust the work of drawing such question papers to any superintending Engineer selected by the Chief Engine.r for each term. The answer papers should however, be assessed by the examiners separately for each class.

11. No bookish questions or catch question should be asked and questions should primarily be of practical applicatin in service as a junior clerk.

12. Instructors in each of the three subjects mentioned in paragraph 7 above for each training class should be selected by the Superintending Engineer in charg e of the class. These instructors should be persons in active Government service and should be granted special pay at 20 per cent. of their grade pay for

for the additional work.

Government desires that as far as possible persons in active service should be appointed as instructors. If this is not possible and the Superintending Engineer finds it necessary to re-employ a retired Government servant as an Instructor, the Superintending Engineer should report to Government the necessity for such appointment and obtain prior approval of Govtt. in each case as to the terms and conditions of appointment of such Instructors.

13. A panel of examiners for each class should be selected by the Superintending Engineer entrusted with the conduct of the class. There should be two examiners for each paper; one being the instructor in the subject and the other a non-Instructor. In the case of the paper in "Accounts" one of the examiners should be appointed in consultation with the Accountant General, Bombay.

14. A remuneration of Rs. 20 should be allowed for setting each question paper and Rs. 0-8-0 for assessing each answer paper.

15. The services of a peon on active duty in Government service should be utilised for each class. He should be allowed 20 per cent. of his grade pay. If, however, the services of such peon are not available, the Superintending Engineer, should obtain prior approval of Government to employ a part-time outsider for each class and submit proposals as regards his remuneration for the approval of Government. No out-sider should be employed without the prior approval of Government to such post.

16. Sanction is accorded to the contingent grant of Rs. 100 per annum for each class. The amount shoul

The amount should be placed at the disposal of the Superintending Engineer in charge of the training class. The cost will be debited to "50 -Civil Works"

17. The following equipment is authorised for each training class:-

1 Table (4'x2½'x2½')

2 Chairs

15 Desks.

1 Black Board.

1 Cupboard (6'x4'x 1½')

a grant for non-recurring expenditure not exceeding Rs. 1,300 is placed under the head "50Civil Works" at the disposal of each Superintending Engineer in charge of the training class.

18. Orders regarding higher grade examination will issue later.

By order of the Governor ofBombay,

Sd/- K.G. Bhate,
Deputy Secretary to Government.

G.R., No. TOC. 1051 [illegible]D. dated the 13th May 1952.

To

The Finance Department.

The Political And Services Department.

The Other Departments of the Secretariat (except the Separate Department.

The Chief Engineer, Public Works Department,

The Chief Engineer, Bombay Electric Grid,

The Superintending Engineers of Circle.

The Electrical Engineer to Government,

The Public Health Engineer to Government,

The Accountant General Bombay (through the Finance Department),

The Deputy Accountant General, Baroda (through the Fanance Department),

The Director, Development Department chawls,

The Executive Engineers of Divisions.

The Port Officer and Harbour Master, Okha.

Class 'A'

No. of 1952.

Copy forwarded for information and guidance to

ACCOMPANIMENT TO GOVERNMENT RESOLUTION, PUBLIC WORKS DEPARTMENT, No. TSE 1051, dated the 13th May 1952.

SYLLABUS.

For Lower Grade Examination of clerks in the public Works Department.

CORRESPONDENCE.

Section 1 General (50 Marks).

(i) Register inward and outward of letters coming in and going out of an office.×

(ii) The system of maintenance of case files.

(iii) Maintenance of Records filing of completed cases; life of preservation for different types of essential files; lists of files and their care in the record room.

(× Actual exercises to be done in class room & also be given as home work)

(iv) Despatch, Stamp Account; indent of service stamps; cards; inland letters; economy slips and their use; stamp register Form A×, Form B×

(v) Contingent Register, Charges due to sweeping lighting, water supply, hot weather establishment, furniture repairs, purchase of stamps, etc.

(vi) Definitions Public Works Department Manual, Volume I, Chapter I.

(vii) Definitions: Bombay Services Rules, Volume I, Chapter I.

(viii) Arrears of work Weekly Review. Methods of keeping the cases, and office table.

Section II Establishment and Service (50 Marks).

(i) Rules regarding Government service conduct and &

discipline, punctuality, manners, punishment etc.

(ii) Conditions of service. Workcharged, temporary permanent.

(iii) Grades of Service --- I, II, III and IV, who comprise which grade.

(iv) Various types of leave.

(v) Service Books -- Certification of date of birth, indentification, medical examination, oath of allegiance.

(vi) Allowances, Travelling Allowance on transfer; tour; dearness allowance, house rent allowance, etc, different types to be explained.

(vii) Register of persons debarred from employment and of contractors from getting contracts.

(viii) Transfer Reports. the document that comprises such reports in case of Karkoons, Overseers and ~~th~~ Sub-Divisional Officers.

ix) Inspection of offices of Sub-Divisions and Executive Engineers, Prinited reports to be read out frequecy of inspection action to be taken before and after.

Section III- Miscellaneous public Works Department Correspondence (50 marks).

(i) Rules regarding reservation of inspection bungalows. Maintenance of reservation register and issue of reservation slips.

(ii) Rules regarding land acquisition proceedings; notice under sections 4, 6,9 of Land Acquisition Act; preservation of land acquisition cases and the important documents vide Government Circular Memoran dum, Public Works Department, No. 2068/36, dated 16th August 1944.

(iii) Rules regarding holding auctions, Attention ~~ex~~ to Public Works Department Revenue resorurces.

(iv) Irrigation Act and Canal Rules :-

(i) Water applications from receipt to disposal

(ii) Panchnama from detection to penalisation.

(iii) Demand statements from measuring of crop to submission to Revenue Department.

(iv) Remission Statement, Lectures to explain procedure by distributing forms and various registers X

(X Actual exercises to be done in class room & also to give as home work)

N.B. In case of the clerks of the Public Health Branch they may have their Sanitary codes and Municipal Acts and in the case of Electricity Branch they may have similar Electicity Codes and Acts.

(v) Library Books Register Maintenance of Registers issue and receipt

(vi) Lists of returns due descriptive explanation .

Accounts.

Accounts Works.

Section A Works (75 Marks).

Item 1 Muster Roll.

(i) Muster Rolls (actual exercises) Register of Muster Rolls receipts and issues and vigilance till final disposal; care of balank forms; inner sheets and outer sheets.

(ii) Daily Reports - Care and subsequent comparison during audit of muster roll.

(iii) Part I, Part II and Part III, Muster roll to be explained; standard symbols used in Muster rolls.

(iv) Register of unclaimed wages, payment of unclaime wages.

(Bibliography Public Works Department Manual Volume I, Chapter 5 paragraph 318, 321 central Public Works Department Code, Chapter 10, paragraphs 197-198, 204-205).

Item 2 Measurement Books.

i). Register of Measurement Books.

ii) Size large and small, purpose of each.

(iii) Receipts, issues, assignation books, Sub-Division, sections and works and vigilance till final record.

(iv) Periodical review.

(v) Movement Register - importance of preservation.

(vi) Arithmetical check; passing endorsement and cancellation of measurements after passing bills.

(Bibliography -- Public Works Department Manual, Volume I, paragraphs 182, 318, 322, 336, 338 and Central Public Works Department Code, paragraphs 208 to 211, 222, 223)

Item 3 -- Tenders.

(i) Different forms of tenders.

(ii) Advertisements to newspapers; notice period; register of issue and receipt of tender forms; tender fees.

(iii) Earnest money by challan; solvency certificate; care and Custody of tenders till opening and after opening

(iv) Comparative statements, acceptance of tender.

(v) Order to start work, notes of actual payments; extension granted; final disposal.

(vi) Contractors' bills, hand receipt, first and final bill. (simple exercises from extract from measurement books to be done)

(vii) Running Account bill Forms A.B.C; indemnity bond final bill, yellow Form A,B,C (general acquaintance and knowledge only to be given).

(viii) Refund of security deposit.

(Bibliography Public Works Department Manual Volume I, Chapter I, paragraphs 325 to 334 to 336 to 340 and Central Public Works Department Code, paragraphs 71, 212-226).

Item 4 Miscellaneous.

(i) The usual accounts heads of works.

(ii) Care of sanctioned estimates and lapse of

of sanctions.

(iii) Posting of works --- abstract from simple bills X

iv) Allotment and expenditure progress register in Sub-Division.

v) Completion certificate and completion report, work slips, revised estimate, reduced estimate Supply estimate (general acquaintance and knowledge to be given).

(Bibliography Central Public Works Department ~~Accounts Code Appendix II~~ Manual, Accounts code Appendix II and paragraph 34 B(3), 34c, 151, 178, 239 282 to 291 and 316 III of Public Works Department manual, Volume I.

Sections B- Cash (75 Marks).

(i) Imprest Account X

(ii) Cash Book X

(iii) Cheque Books, general knowledge, indent, receipt certification of pages, register of cheques, cheque memo/ book, care of cheques drawn but remained undelivered, methods of delivery, record of completed books.

(iv) Duplicate and triplicate receipt books, indent receipt; registration; certifications of pages; completion and record.

(v) Treasury remittance book.

(vi) Separate cash register for pay and allowances of Temporary and Permanent Establishment; disbursements, balances and arrears.

(Bibliography Central Public Works Department code, paragraphs 56 to 95 543 to 545; 486 to 491).

Section C Stores (75 Marks).

(i) Stationery: rules regarding indent; model indent; register of stationery account X

(ii) Book of forms, indentof forms; maintenance of forms, public works Department Manual, Volume I,

(X Actual exercises to be done in class room & also be given as home work ~~for~~ overlapping with subjects taught under Accounts & Correspondence Sections)

paragraphs 119-121 and Appendix III of Volume II.

(iii) Tools and Plant Division into scientific instruments; machinery, office furniture etc.

(iv) Care of tents.

(v) Forms 13⊗ 14⊗ 15⊗ issues receipts and annual certifications.

(vi) Distribution list in Sub-Divisional Office⊗ keeping it up-todate every month.

(vii) Annual check, expeditious deipsosla of deficiencies and discrepancies in parts II and III of Form 15 paragraphs 142 to 159 of Central Public Works Department Code.

(viii) Materials: Form of requisition from indent to sanction till payment and record⊗ powers of sanction petty supply tender D from (to be explained only). I.S.D. rate contracts purchase through stores Purchasing Officer, Bombay, limitations on local purchases also see paragraphs 237 to 256 of central Public Works Department Accounts Code.

(ix) Stock Account General acquaintance only forms 7, 8,9 and 10 with explanation of the rules and the basic ideas.

⊗ Actual exercises to be done in class room taken & the same work given as home work over lapping with subjects taught under Accounts & Correspondence Sections

Letter writing (75 marks).

(English and local languages).

Letter writing to business firms, contractors, irrigators, etc. of business nature and on matters relating to public Works Department and its relation with those bodies and letters to superiors and subordinates, mode of address, in official and demi-official correspondence.

H R A to the clerks deputed to Baroda is admissible from 13-5-52 ~~ante~~ vide G.,R. No. HRA 1054 dated 9/10/54.

Training Classes:
Formation of - for clerks in the lower grades in the Public Works Department.

Government of Bombay.
Public Works Department.
Addendum No. TSE 1051.
(Bombay Castle (Bombay No.1.)
5th August 1953.

ADDENDUM.

After the words "House Rent Allowance in Poona and Sholapur " occuring in last line of clause 1 of paragraph 5 of Government Resolution, Public Works Department, No. TSE 1051 , dated the 13th May 1952, please add the words " and Baroda".

By order and in the name of the Governor of Bombay Sd/- G.N. Godse, 6/8/53
Deputy Secretary to Government.

To

The Finance Department.

The political and Services Department.

The other Departments of the Secretariat (except the Separate Department).

The Chief Engineer, Public Works Department (Irrigation).

The Chief Engineer, Public Works Department (Roads and Buildings).

The Superintending Engineer, South Gujarat Circle ("fth reference to his letter No. 3977, dated the 11th April 1953.

the other Superintending Engineers of Circles.

The Electrical Engineer to Government.

The Public Health Engineer to Government.

The Accountant General, Bombay (through the Finance Department).

The Deputy Accountant General, Baroda (through the Finance Department).

The Director, Development epartment hawls,

The Executive Engineers of Divisi ns.

The Port officer and Harbour Engineer, Okha.